

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM :

SUBJECT : Uniform Promotion System

REFERENCE : Multi adse memo fr DDCI dtd 7 Apr 78, same subj.

1. Action Requested: Paragraph 5 contains recommendations for your approval in connection with subject promotion system.

2. Background: Reference advised the Heads of the respective Career Services of the establishment of a uniform promotion system in the Agency and that the Office of Personnel would work with the Career Services to develop an Agency-wide promotion schedule.

3. Staff Position: To have available the most current performance data for evaluation and ranking, the promotion schedules should be aligned with the Fitness Report schedule, and allow approximately 120<sup>150</sup> days after completion of the reporting period for Career Service Panel action and Office of Personnel implementation of the recommendations. The promotions would be effective the first pay period after completion of the 120<sup>150</sup> day working period. The current Fitness Report schedule does not provide an even distribution of workload during the year, nor more importantly, does it provide a sequence of grade levels of promotion to provide the advantage of maximum available headroom, including the benefits of the attrition cycle.

A proposed revised Fitness Report schedule and a related approximate promotion date schedule has been developed and discussed with the representatives of the Career Services; it has their informal agreement. The proposed revision is designed to take full advantage of the sequence of headroom which becomes available through actual attrition and promotion flow during the 12 month period. There may be a few instances where meshing the current Career Service promotion review dates with the new schedule would cause undue delay in reviewing personnel for promotion eligibility in FY 79; we believe any serious situations can be adjusted by the Career Service programming a special one-time catch up review for the concerned grades <sup>This would</sup> ~~which will~~ vary with each Career Service.

In making the studies for the promotion rates and development of the revised schedules, it became apparent that one annual promotion review for all grades would be unduly restrictive and could impact unfavorably on employees in the lower grades or in the clerical/~~secretarial~~ category where promotion is associated with the grade of the position occupied and/or where attrition is normally at a level which allows for a significant number of promotions during the year.

It should be noted that in establishing a uniform promotion schedule, a change in the Agency policy for considering periodic step increases (PSI) due dates in establishing effective promotion dates will be required. It has been the practice to delay the effective date of promotion when a PSI is due within a reasonable period of time, normally <sup>bi-weekly</sup> ~~four~~ pay periods, to take advantage of the additional pay

level. To continue such a policy would adversely affect common dates of promotion and we propose, therefore, that effective with the fiscal year 1979, no consideration will be given to due dates of PSIs in establishing the effective date of promotion.

5. Recommendations:

a. It is recommended that the attached revised promotion schedule be approved.

b. It is further recommended that, within the Career Service criteria for promotion, and overall Career Service headroom, and the availability of an appropriately graded position;

(1) Promotion through GS-06 for all personnel not be held to an annual review and that component's be free at any time during the year to recommend the promotion of employees in these grades as merited.

(2) Review for promotion of clerical and secretarial personnel to grade GS-07, GS-08 and GS-09 be semi-annual with the basic review exercise keyed to the Fitness Report schedule.

OR

5. Recommendations:

a. It is recommended that the revised promotion schedule be approved.

b. It is also recommended that there be:

(1) no established schedule for promotion through GS-06 and the components be free to promote employees as merited, within the Career Service criteria for promotion and overall Career Service headroom and the availability of properly graded positions.

(2) Semi-annual promotion exercises for promotion to grade GS-07 through GS-14. The first review exercise would be related to the Fitness Report schedule, the second would follow 6 months later. This schedule would also allow for taking full advantage of headroom which normally becomes available towards the end of the fiscal year.

(3) Consideration be given to permitting Career Services to promote to GS-12 through GS-15 semi-annually when the pattern of attrition or promotions in other grades creates available headroom for promotions in these grades. The initial promotion exercise of the year would be programmed in relation to the <sup>150</sup>120 days subsequent to the Fitness Report period.

Att.

APPROVED : \_\_\_\_\_  
Deputy Director of Central Intelligence

\_\_\_\_\_  
Date

DISAPPROVED: \_\_\_\_\_  
Deputy Director of Central Intelligence

\_\_\_\_\_  
Date

## UNIFORM PROMOTION SCHEDULE

STAT

| Grade       | Current<br>end of<br>period | (DDO) | New<br>end of<br>period | Uniform<br>Promotion<br>Dates* |
|-------------|-----------------------------|-------|-------------------------|--------------------------------|
| GS-15       | 03-31                       | 12-31 | 02-28                   | 06-30                          |
| GS-14       | 03-31                       | 10-31 | 04-30                   | 08-31                          |
| GS-13       | 12-31                       | 09-30 | <del>08-31</del>        | <del>12-31</del>               |
| GS-12       | 12-31                       | 06-30 | 10-31                   | 02-28                          |
| GS-11       | 09-30                       | 05-31 | 12-31                   | 04-30                          |
| GS-10       | 09-30                       | 04-30 | <del>01-31</del>        | <del>05-31</del>               |
| GS-09       | 09-30                       | 03-31 | 01-31                   | 05-31                          |
| GS-08       | 06-30                       | 02-28 | <del>02-28</del>        | <del>06-30/12-31</del>         |
| GS-07       | 06-30                       | 02-28 | 02-28                   | 06-30/12-31                    |
| GS-06       | 06-30                       |       | <del>03-31</del>        | <del>07-31/01-31</del>         |
| GS-05 to 01 | 03-31                       |       | 03-31                   |                                |

\* To be effective the first pay period after these dates

\*\* On duty strength as of 31 March 1978

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Approved For Release 2002/05/07 : CIA-RDP92-00455R000300090025-7

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